



Instructions for Requesting/Processing Employee Recognition Award (ERA) or a Adjustment for Continuing Excellence (ACE) Award



On the 16th day of a month, an appointing authority may grant an employee an Employee Recognition Award (ERA), in the form of a lump sum payment of up to 10% of the midpoint salary, or an Adjustment for Continuing Excellence (ACE) award, in the form of a salary adjustment of up to 10% of the midpoint salary.

Provided below are approval and processing instructions for these awards.

Requesting Approval (Internal Process):

Complete the agency's internal process for approval of an ACE or ERA. A [Personnel Action Request](#) is available for your agency's *optional* internal use. The ERA and ACE action reasons are available on the Change in Pay tab.

The ERA or ACE request form must be completed and signed by the agency's Appointing Authority/Cabinet Secretary. These are available on the Personnel Cabinet's HR website under [Resources/Forms](#).

Processing Approved Requests:

Upon approval of the Appointing Authority/Cabinet Secretary, the agency's HR Administrator must process the Change in Pay action through the KHRIS Self-Service portal (HR Generalist tab). Upon completion, they should forward the signed request form to the Personnel Administration Branch consultant for review/approval or attach it to the action request form before submission.

REFERENCE:

Merit/Classified Employees:
[101 KAR 2:034, Sections 10 and 11](#)
Non-Merit/Unclassified Employees:
[101 KAR 3:045, Sections 9 and 10](#)